

# **BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS OPEN SESSION MINUTES**

**February 4, 2014**

**A meeting of the Rhode Island Board of Examiners for Nursing Home Administrators was held on Tuesday, February 4, 2014 at 9:06 am in Room 104 of the Rhode Island Department of Health. This meeting will be held in accordance with the provisions of the Rhode Island OPEN Meetings Law.**

## **BOARD MEMBERS IN ATTENDANCE**

**John Gage, NHA**

**Hugh Hall, NHA**

**Simone Lacroix, NHA**

**Aman Nanda, MD**

## **BOARD MEMBERS NOT IN ATTENDANCE**

**None**

## **STAFF MEMBERS IN ATTENDANCE**

**Donna Valletta, Board Administrator**

**Twila McInnis, Director of Nurse Registration & Education, Board of Nursing**

**Jane Morgan, Division Chief Legal Counsel**

## **OTHERS IN ATTENDANCE**

**None**

## **OPEN SESSION MINUTES**

**9:06 am CALL TO ORDER**

**1.0 9:06 am MINUTES – April 2, 2013**

**Motion: Dr. Nanda**

**Second: Hugh Hall**

**2.0 9:10 am ADMINISTRATIVE ISSUES**

### **Personnel Updates**

**Donna Valletta informed the board members of changes in Department personnel, which include the following:**

**Twila McInnis, State Director of Nurse Registration and Nursing Education**

**Jane Morgan, Division Chief Legal Counsel**

**Ms. McInnis and Attorney Morgan introduced themselves and**

**provided an overview of their respective credentials and employment.**

### **Board Composition and Recruitment**

**Donna Valletta reminded the board of the statutory/regulatory requirements of the composition of the Board of Examiners for Nursing Home Administrators. Ms. Valletta explained the Department's efforts and protocol in recruiting to fulfill the current board member vacancies, which include a Registered Nurse, and two Consumer Member positions. Ms. Valletta reported that Dr. Fine will appoint a chairperson for the board.**

### **Department forms**

**Donna Valletta distributed the following documents to members:**

**Instructions and Application for License As A Nursing Home Administrator**

**NAB Course Descriptions**

**Saint Joseph's College of Maine Course Comparison with Rhode Island Requirements**

### **3.0 9:20 am NEW BUSINESS**

**The board members expressed interest in receiving case correspondence prior to the board meetings to allow sufficient time to review case findings for discussion at the board meeting to determine appropriate disciplinary action, if any. The members also expressed interest in soliciting course comparison documentation**

from the local universities and colleges that offer Nursing Home Administrator courses, similarly to that provided by Saint Joseph's College of Maine. Finally, the board discussed meeting dates for the 2014 calendar year.

#### **4.0 9:32 am ADJOURN TO CLOSED SESSION**

Pursuant to Sections 42-46-4 and 42-46-5 of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure and licensees; investigatory proceedings relating to misconduct by applicants for licensure and licensees, and investigatory proceedings regarding allegations of civil or criminal misconduct. Said individuals have been notified in advance in writing that they may request that the discussion be held at an open meeting.

#### **5.0 10:20 am RETURN TO OPEN SESSION**

#### **6.0 10:25 am FINAL ACTIONS**

The Board reviewed three applications, by examination and voted to approve two of the applicants as eligible to test and to deny one applicant for failure to provide evidence of the required course requirement. The Board also reviewed course descriptions for an individual interested in pursuing licensing.

**7.0 10:28 am ADJOURN**